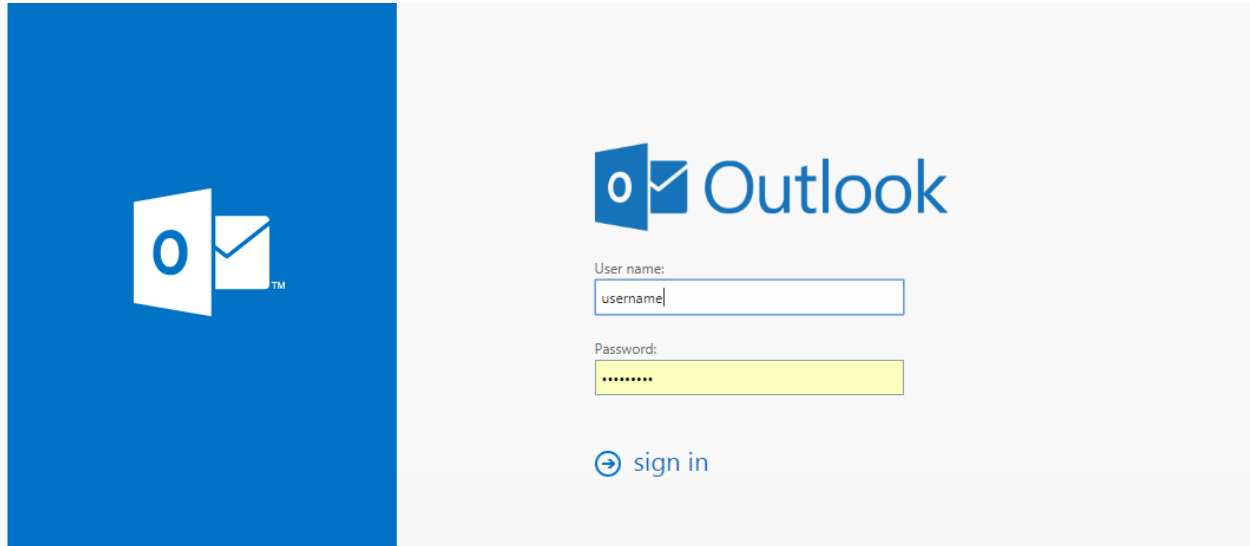
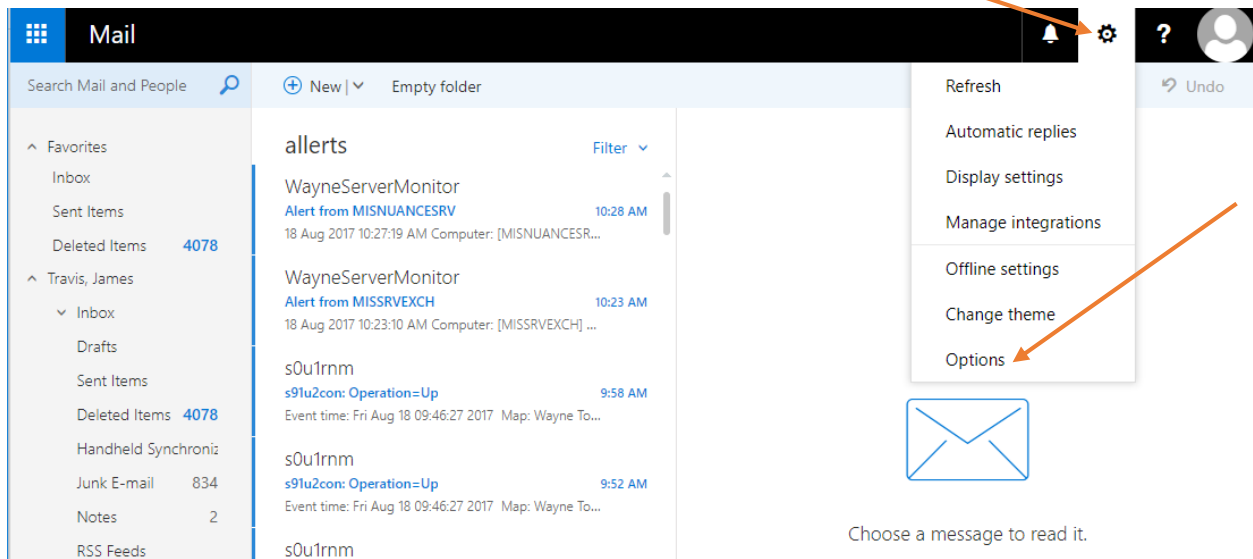


## How to Change your computer Password using Outlook Web Access:

1. Log into Outlook Web access using your current username and password. A link can be found on the Employee Access page on the township website or <https://mail.waynetownship.com>



2. Click on the gear icon in the upper right and select Options



3. Then on the left under choose "General / My Account" then on the lower right there is a "Change your password" link

Mail

Options

- Shortcuts
  - General
    - My account**
    - Change theme
    - Distribution groups
    - Keyboard shortcuts
    - Manage add-ins
    - Mobile devices
    - Offline settings
    - Light version
    - Region and time zone
    - Text messaging
  - Mail
    - Automatic processing
      - Automatic replies
      - Inbox and sweep rules
    - Junk email reporting
    - Mark as read
    - Message options
    - Read receipts
    - Reply settings
  - Accounts
    - Block or allow
    - POP and IMAP
  - Layout
    - Conversations
    - Email signature
    - Link preview
    - Message format
    - Message list
    - Reading pane
  - Calendar

Save Discard

### My account

First name: James

Initials:

Last name: Travis

Display name\*: Travis, James

Email address: travisj@waynetownship.com

Work phone: X 3292

Fax:

Home phone:

Mobile phone:

Street:

City:

State/Province:

Zip/Postal Code:

Country/Region:

Office:

[Change your password](#)

Mailbox usage: 2.40 GB used. Your mailbox size is unlimited.

4. Click on “Change your password” and follow the Change Password instructions.

Mail

Options

- Shortcuts
  - General
    - My account**
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    - Automatic processing
      - Automatic replies
      - Inbox and sweep rules

Save Discard

### Change password

Enter your current password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.

Email address: travisj@waynetownship.com

Current password:

New password:

Confirm new password: